



# International College of Advanced Education

International Student Policy and Procedure Document

CRICOS Provider: 02864B



## Replacement Student ID Card Request Form

**Instructions:**

1. This form is for any student enrolled in a CRICOS registered course who wants a replacement Student ID Card.
2. If you are have lost or broken your ID card, a A\$10 Student ID Card replacement fee will be charged.
3. If you are requesting a replacement for a worn out ID card, please bring your current student ID card in to ICAE's front office when you hand in your form.

**Student Name:** \_\_\_\_\_ **Date of Birth:** \_\_\_\_\_

**Course Start Date:** \_\_\_\_\_ **Student ID #:** \_\_\_\_\_

**Phone Number:** \_\_\_\_\_ **Email:** \_\_\_\_\_

**Why do you need a replacement card?**

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I hereby confirm that the information provided on this form is complete and correct.

**Student Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

Office use only:

Date ID Card Request sent to printer: \_\_\_\_\_ Staff Name: \_\_\_\_\_

\$10 Replacement Fee Paid: YES NO | Date: \_\_\_\_\_ Staff Name: \_\_\_\_\_

Comments: \_\_\_\_\_

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